

S-E-C-R-E-T

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090005-3

REPORTS INVENTORY

CONTROL NO.

DDS/oc-001

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Quarterly Report

2. TYPE
OF
REPORT☒ STATISTICAL☒☐ NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

1

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

2

COMMUNICATIONS

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not
number of copies)

1 + 1 Vital Document

7. FORMAT (memorandum, form
computer print-out, etc)

Memorandum

8. ADP PROCESSING

☐ YES☒ NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OC Order 7.4

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OC-RMS/RMB/RCB/Sections

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

3 - monthly reports

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS 5-13	Average GS-9 \$4.90	40	\$196.00	4	\$ 784.00
GS-17	Average \$16.24	4	65.00	4	260.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$1,044.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report was changed from a monthly to a quarterly report effective October 1969. The previous monthly report has been required since 1951. The report is used to brief Top Management and the OC Historian.

14. FUTURE GOALS

ALL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)		MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE				
<input type="checkbox"/> DISCONTINUE				

15. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

16. EXTENSION

17 Sept. 1970

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Records Administration Officer

FORM 142
5-70Classification
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(22-55-43)